

**DUTY STATEMENT**

<b>EMPLOYEE</b> Vacant		<b>RPA # / JOB CONTROL #</b> RPA 23-010 / JC 339414	
<b>POSITION NUMBER</b> 040-150-5393-904	<b>CLASSIFICATION</b> Associate Governmental Program Analyst	<b>WORKING TITLE</b> Grant Analyst	
<b>DIVISION</b> External Affairs	<b>SECTION/UNIT</b> Grant Programs Section	<b>CBID</b> R01	<b>WWG</b> 2
<b>WORK DAYS</b> Monday – Friday	<b>WORK HOURS</b> 8:00 a.m. to 5:00 p.m.	<b>TENURE</b> Limited Term	<b>TIME BASE</b> Full-time

**CONFLICT OF INTEREST CLASSIFICATION**

This position is designated under the Conflict of Interest Code and is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

Conflict of Interest Classification? ☒ Yes ☐ No

**DEPARTMENT OVERVIEW**

The California Victim Compensation Board (CalVCB) is a state program dedicated to providing financial assistance to victims of crime and helping them restore their lives. At CalVCB, we work to reduce the impact of crime on victims' lives. We reimburse crime-related expenses, connect victims with services and support, and do all we can to inform and empower victims.

**Our Mission:** CalVCB is a trusted partner in providing restorative financial assistance to victims of crime.

**Our Vision:** CalVCB helps victims of crime restore their lives.

**EMPLOYEE ACKNOWLEDGEMENT**

I have read and understand the duties of this position and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Office of Civil Rights).

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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**SUPERVISOR ACKNOWLEDGEMENT**

I certify this duty statement represents current and an accurate description of the essential job functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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(REV. 04/22)

**RPA 23-008-010****GENERAL STATEMENT**

Under direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) has responsibility for tasks related to grant research, administration, oversight, data collection, and evaluation of the California Victim Compensation Board's (CalVCB) Trauma Recovery Center (TRC) grant program and grants awarded to CalVCB by external organizations such as the United States Department of Justice (DOJ) Office for Victims of Crime (OVC), and the Governor's Office of Emergency Services (CalOES).

**PERCENTAGE  
OF TIME  
SPENT**
**DUTIES**

45%

**ESSENTIAL FUNCTIONS:**

**Grant Administration:** Independently conduct reviews of the status and progress of grants overseen by the Grant Programs Section related to the budget act of 2022. Perform all aspects of grant administration and monitoring for CalVCB's TRC grant program and grants awarded to CalVCB by outside organizations, such as OVC, Cal OES, or others, with duties including but not limited to:

- Executing grant agreements and contracts
- Monitoring progress of deliverables through analysis of documentation and regular communication via email, phone or video conferencing
- Conducting site visits to assess compliance with grant requirements
- Creating and reviewing reports
- Working with grantees, subrecipients and internal staff on compliance, tracking, and invoicing
- Conducting training for subrecipients, grantees, and potential applicants
- Using completed staff work concepts to prepare issue memos and issue papers on topics relating to grants and the TRC program
- Formulating policies and making recommendations on program improvements
- Creating and maintaining internal workflows via procedural handbooks, subrecipient guides, mass violence response plan, punch lists and work plans
- Advertising and updating CalVCB's competitive grant opportunities on California's Grant Portal at [grants.ca.gov](https://grants.ca.gov)

40%

**Grant Liaison:** Coordinate communication among divisions within CalVCB including but not limited to, Business Services, Legal, Public Affairs and Outreach, and the Victim Compensation Division to complete tasks or special projects relating

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10%	<p>to grant activities. Oversee contracts with third party entities providing services to CalVCB related to grant programs.</p> <p><b>Grant Research:</b> Research grant opportunities, and help prepare grant applications, to enhance CalVCB's services to victims and augment county programs throughout California. Also:</p> <ul style="list-style-type: none"> <li>• Contribute to formal recommendations on grant opportunities for submission to the Deputy Executive Officer for the External Affairs Division.</li> <li>• Write and edit grant applications</li> </ul>
	<b><u>MARGINAL JOB FUNCTIONS</u></b>
5%	Participate in meetings. Present to CalVCB management and perform other duties as assigned.

**DESIRABLE QUALIFICATIONS**

- Effectively operate a computer using the following software programs: Microsoft Word, Excel, Outlook, and Access.
- Ability to develop statistical data and evaluate results.
- Ability to apply and interpret policies, regulations, and laws.
- Ability to take and follow verbal or written direction from supervisors/managers.
- General knowledge of the CalVCB program to be able to establish program goals/objectives, identify/resolve program issues, etc.
- General knowledge of the formal and informal aspects of the legislative process in order to analyze proposed legislation impacting the department.
- General knowledge of the department's mission, goals and policies to ensure that the progress and completion of work assignments and tasks conform to the overall objectives of the unit and/or division.
- General knowledge of governmental functions and organization at the State and local level to maintain and foster a good working relationship with our clients.

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**PERSONAL CHARACTERISTICS AND EXPECTATIONS**

- Demonstrated ability to act independently and as a member of a team with open-mindedness, flexibility, and tact.
- Ability to effectively handle stress and deadlines in a fast-paced work environment.
- Ability to problem-solve and use critical and creative thinking to effectively perform work.
- Display good interaction skills and the ability to deal professionally, congenially and in a personable manner with the public, other governmental entities, and staff at all levels.
- Communicate successfully in a diverse community as well as with individuals from varied backgrounds.
- Understand, follow and enforce all safety rules and procedures.
- Be supportive of management and coworkers.
- Maintain the confidence and cooperation of others.
- Ensure deadlines are met.
- Manage multiple & changing priorities.
- Maintain acceptable, consistent, and regular attendance.
- Develop and maintain knowledge and skill related to the job.
- Complete assignments in a timely and efficient manner.

**PHYSICAL ABILITIES**

- Typical work requires prolonged sitting using a computer and telephone.
- Common eye, hand, and finger dexterity is required for most essential functions.
- Grasping and making repetitive hand movements in the performance of daily duties.
- Some carrying/moving of objects up to thirty pounds.
- Approximately 10% travel may be required